

CURRICULUM
FOR THE TRADE OF
ASSISTANT (HUMAN RESOURCE)
UNDER
APPRENTICESHIP TRAINING SCHEME



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MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

CONTENTS

Sl. No.	Topics	Page No.
1.	Background 1.1 Apprenticeship Training under Apprentice Act 1961 1.2 Changes in Industrial Scenario 1.3 Reformation	3
2.	Rationale	5
3.	Job roles	6
4.	General Information	7
5.	Course Structure	8
6.	Syllabus Broad Skill Component to be covered during on-job training	9
	Annexure-I - Infrastructure for ON-JOB TRAINING	11

1. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are five categories of apprentices namely; **trade apprentice, optional trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of trade apprentices and optional trade apprentices vary from trade to trade. The apprenticeship training consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger

proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

2. RATIONALE

(Need for Apprenticeship in Assistant (Human Resource))

1. It will enhance the ability to understand the Human Resources functions of industrial organization.
2. It will enhance the ability to understand and perform HR related works in establishment functions, training , recruitment , performance appraisal, Industrial Relations, Welfare, administration etc.
3. It will enhance the ability to understand the software being used in various activities of HR.
4. It will enhance the interpersonal skill required in handling various activities of HR.
5. It will also provide outline knowledge of Labour Laws, Policies, Rules, guidelines being used in day to day activities of HR.

3. JOB ROLES:

Brief description of job roles:

HR Assistant-



The individual shall learn/ perform basics of establishment activities, recruitment activities, performance appraisal activities, administration activities, training activities, IR activities noting/ drafting on various subjects, labour laws and its implementation, etc. and report to Dy.Manager/Manager.

4. GENERAL INFORMATION

1. Name of the Trade : **Assistant (Human Resource)**
2. Duration of Apprenticeship Training : **12 Months**
 - (i) Basic Training : ---
 - (ii) Practical Training : 12 Months
3. Entry Qualification : Graduate (B.A. or BBA).
4. Selection of Apprentices : The apprentices will be selected as per the Apprentices Act amended time to time
5. Trainer/Instructor Qualification : Graduate and two years post graduate degree or diploma in Management MBA or equivalent.

5. COURSE STRUCTURE

Training duration details: -

Components of Training	Duration of Training in Months 											
	1	2	3	4	5	6	7	8	9	10	11	12
Practical Training												

6. BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

Name of the trade: Assistant (Human Resource)

Duration: 12 months

Duration : 12 months(52 weeks)	
Sl.No.	Practical skills to be covered during on the job training
1	Know about the activities of the organization where engaged
2	Know Employee related software being used in the organization
3	Know the basic information about different department / activities of HR in the organization.
4	Learn recruitment processes.
5	Learning of Establishments related works like maintenance of Personal Dossier of employee, leave, increment, pay fixation on promotion etc., maintenance of various files, documentation, filing, indexing etc. Noting, drafting for various matter related to HR.
6	Process of Manpower planning, process of Induction, rules policy of recruitment, reservation matters.
7	Know welfare activities of the organization such as medical facilities, sports activities, recreation for employees and family members etc.
8	Know about , performance appraisal, promotion, career progression activities etc.
9	Know about training dept. activities, preparation of training calendar, organizing training, coordinating training

	programmeetc.
10	Learn administration related works such as facility managements, seating arrangement, housekeeping, insurance, contract management etc.
11	Learn Industrial Relations related matters. To know basics of labour laws and its implementations. Disciplinary matters etc.

INFRASTRUCTURE FOR ON-JOB TRAINING

Trade : Assistant (Human Resource)

Actual training will depend on the existing facilities available in the company/establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted.